

EMERGENCY PREPAREDNESS PLAN



MDT Institute

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BACKGROUND AND PURPOSE

This emergency preparedness plan has been developed to enable MDT to respond efficiently and quickly to safeguard the people present at this location. Then the plan provides for the protection or restoration of records and facilities so that we can continue to function in the event of a disaster or emergency. The rationale is that we will act to protect life as well as preserve the intellectual and physical assets of our students, faculty, staff and the institution.

EMERGENCY CONTACTS

Primary Contact: Executive Campus Director, Sean Gbadebo: (678) 770-1631

Secondary Contact: Yelena Bykov: (773) 598-5596

Insurance Provider

THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

EMERGENCY TEAM MEMBERS

Tenant Warden - Executive Campus Director, Sean Gbadebo
Assistant or Deputy Wardens - Program Chairs: Mareca Weathers
Search Wardens: Front Desk Secretary

Specific Instructions For Emergency Team Members located in the Tenant Handbook (see Attachment)

EMERGENCY NOTIFICATION SYSTEMS

Accurate, specific and prompt notification of any emergency to the authorities and a property management office is essential. The telephone numbers for these areas are as listed below,

Local Fire/Police: 911
Property Management: 678-441-0001
Poison Control: (800) 222-1222
Duluth Police Department: (770) 476-4151

In the event of a life-threatening emergency, 911 will be called, followed by building management. In the event of a building wide event, an alarm will sound, alerting everyone in the vicinity that evacuation is necessary. Students not on campus will be notified that campus is closed via text and/or email.

The MDT campus is located within an office building in Duluth, GA, approximately 22 miles northeast of Atlanta. MDT will follow the building's emergency procedures which are located in the Attachment 1 - OA Management Tenant Handbook

Communication:

In order to notify students, faculty and staff of an emergency on site, we have the following. The situation will dictate which tools are utilized:

1. Fire Alarm System
2. Broadcast email and text to students, faculty, and staff to school designated emails and phone numbers by utilizing the SIS notification channel.

FIRST AID KITS:

First aid kits are located in the campus labs. They are checked and updated every 3 months or as needed.

TYPES OF EMERGENCY SITUATIONS

The following natural hazards, threats and vulnerabilities have been identified as things that are most likely to occur and impact this institution:

Natural Hazards

- Earthquakes
- Tornadoes
- Lightening
- Severe wind
- Extreme temperatures (hot or cold)
- Winter precipitation (ice or snow)

Biological Hazards

- Infectious diseases
- Contaminated food outbreaks
- Toxic materials in campus laboratories

Violence

- Hostile environment (any individual made to feel threatened or unsafe)
- Weapons on campus
- Fights
- Bomb threats

Hazards related to Buildings

- Fire
- Power Outage
- Structural failures

Vulnerabilities

- Paper Records loss
- Computer systems failure

Those hazards, threats, and vulnerabilities identified as the most likely are: weather, fire, and violence. The following policies actions are in place to attempt to prevent or to mitigate the impact of these potential issues.

FIRE

Should you discover a fire on our floor, or if you see or smell smoke, activate the manual pull station at the nearest stairwell immediately. **DO NOT ATTEMPT TO EXTINGUISH A FIRE UNTIL YOU HAVE ACTIVATED A PULL STATION AND NOTIFIED THE PROPERTY MANAGEMENT OFFICE.** Follow the instructions of the Tenant Wardens on our floor. Proceed down the designated stairwell to the lower lobby and to the assembly area as outlined in the "Evacuation Procedure". If caught in heavy smoke, take short breaths. Breathe through your nose, stay low to the floor- crawl if necessary. There is usually less smoke at floor level.

SEVERE WEATHER/EMERGENCY SCHOOL CLOSURE

In the event of inclement weather, the Executive Campus Director will decide whether to close the school due to hazardous conditions. In-person sessions may be moved to an online session as notified. Online sessions will meet as scheduled. Any additional changes will be communicated to students by LMS announcements.

If the school is closed, clinical experiences are still required as scheduled. Notification of any clinical changes will be made by school email/LMS.

The method of communication for school closure will be provided to students in advance. See school website for the updates.

EVACUATION PLAN NOTICES

As a result of a school emergency, the primary or secondary emergency contact will make a decision about when, and what emergency response actions should be taken. The decision is weighed carefully against all presenting variables. The emergency contact will give the evacuation / relocation directive when the conditions outside the school are safer than inside. This could be a result of fire in the school building, chemical accident in the building, explosion, or threat of explosion, or any other incident that might place students or school staff in danger, or render the building unsafe.

- We have marked all exits with lighted EXIT signs
- Developed building and site maps
- Marked those maps to indicate the nearest exit, and
- Posted them in all central locations

EVACUATIONS

In the event of a fire drill or emergency situation where the building has to be vacated, the fire alarms will be sounded. The alarms are located at each entrance, just inside the door.

- Faculty and students will proceed out of the room to the nearest exit and out of the building.
- The faculty member shall be the last person to leave the classroom and close the door.
- The front desk must bring the Attendance Records with him/her.
- Absolute silence is to be maintained from the first sounding of the fire alarm until everyone is out of the building.
- Everyone is to assemble at the back parking lot.
- Attendance will be taken to ensure that everyone has exited the building.
- Everyone must be checked off before leaving the premises.
- Everyone must wait for a signal from the building authorities' direction to return to the building or exiting the premises.

Extract from the Building Plan

ANY TIME THE ALARM IS SOUNDING ON YOUR FLOOR, YOU SHOULD GO TO THE NEAREST STAIRWELL AND EVACUATE THE FLOOR WITHOUT HESITATION!

Upon initial activation of any alarm, the sirens will be heard and the fire lights will be flashing on all floors. In every alarm situation, engineering and property management personnel will respond immediately to the fire control panel. Other personnel from these departments will proceed to the location of the alarm to see if an emergency actually exists. Once the responding units arrive on the alarm floor, they will advise personnel in the fire control room of the status of the alarm.

PLEASE REMEMBER THAT THE ELEVATORS ARE NOT AVAILABLE FOR YOUR USE IN AN ALARM SITUATION. DO NOT WAIT IN THE ELEVATOR LOBBY FOR AN ELEVATOR BUT PROCEED IMMEDIATELY TO THE NEAREST STAIRWELL.

When evacuation is necessary, proceed down your designated stairwell to the Lobby Level of the building and exit through lobby entrance or the loading dock doors to your designated assembly area.

Women should remove and carry high-heeled shoes and both men and women should loosen tight neck collars or any other restrictive garments. Food and drink should not be carried during an evacuation due to the slip hazard created by spillage.

Remember to close, but not lock, all doors behind you to slow the spread of smoke and fire.

Tenant Wardens should consider performing a roll call at their assembly area location to ensure that all occupants of the suite have safely vacated. The Tenant Warden would then report to the security officer checkpoint located near the fire truck, whether or not all occupants have vacated.

Once it is announced that the building is safe for re-entry, Tenants may return to their offices in an orderly fashion

SHUT DOWN PLAN

Code Blue

In the event that there is a need to shut down the facility due to violence or a weapon on site, every faculty member, staff member, and administrator will receive a “Code Blue” text message on his/her cellular phone and/or email address. “Code Blue” means lock the door, seal the room, and stay inside until notified.

SHELTER IN PLACE

Code Yellow

If we must take shelter due to a tornado or storm warning that we have received, every faculty member, staff member, and administrator will receive a “Code Yellow” text message on his/her cellular phone, pager, and email address. “Code Yellow” means take shelter inside this facility.

Weather emergencies such as a tornado require taking shelter inside the building. The places that have been identified as the most secure for such emergencies are those parts of the building with no windows or immediate access to the outside. See the Tenant Handbook for the detailed directions.

ALL CLEAR

If either Code Blue or Code Yellow has been issued, every person is to remain sheltered until the onsite administrator or his designee has broadcast “All Clear”.

CRITICAL OPERATIONS AND RECORDS

It is not possible to avoid every potential disaster. Therefore, we have identified those assets, operations, and records that are critical to the ability of this institution to recover from a disaster. The following is a prioritized list of our critical assets, operations, and records, along with the procedures we have in place to recover operations or recreate records.

- I. Human resources (students, faculty, and staff)
- II. Financial Transactions (cash and checks on hand)
- III. Computer Systems
 - A. College Office and Brightspace/D2L - online (including student transcripts)
 - B. Quickbooks located on school server
 - C. Campus Ivy and School Bursar application - Financial Aid and student financial account records (online)
 - D. Hubspot – admission records (online)
 - E. Cengage and SIMTICS- platforms - online
 - F. PolicyTech- all Policies, procedures, licenses

RECOVERY PLAN

The first priority will always be the safety and protection of all students, faculty and staff members present on the premises. The Evacuation Plan, the Shutdown Plan, and the Shelter in Place Plans described above have been designed to protect everyone on site. Having that primary object in mind, the following activities are to be performed to mitigate the possible impact of disasters.

I. Human Resources

Employee records are housed in a fireproof cabinet and digitally in Google Administrative drive. Their information is also backed up within the payroll site, Paychex.

II. Financial Transactions

Financial Transactions do not occur on site, all checks and cash are not on this campus. In the event of evacuations, financial transactions are located in quickbooks and stored on a server that is backed up with a cloud server.

III. Computer Systems

Automatic daily off site backups protect all computer systems. Computer systems recovery will initiate with the IT department. The IT department will continuously back up the system by server (if available) and cloud storage after restoration.

IV. Paper Records

Paper records are maintained in fireproof metal cabinets as a back-up to electronic records. The records are located in the administrative offices. Paper records include:

Academic Records:

Currently enrolled students

Permanent records of former students

Faculty and Staff:

Licenses, warranties, service agreements

Copies of the records are also found in the Student Information System or Google workspace that is accessible by internet connection. Restoration of paper copies is not essential to continue college operations.

Classroom and Clinical Site Activities

In the case that on-campus classrooms are not available, sessions can be held via online meeting through Engageli. Clinical sites may be shifted to alternate sites or meetings. Classroom instructional space would be arranged as soon as possible. Faculty, staff and students will be contacted using the Emergency Notification System after alternate locations have been arranged.

EMERGENCY PREPAREDNESS PLAN TRAINING

The Emergency Preparedness Team shall consist of:

- Executive Campus Director
- Front Door Secretary
- IT Department personnel
- Program Chair

The Emergency Preparedness Team shall actively seek input from our community contacts, students, faculty, and staff. The team will make recommendations to improve our preparedness, and act as a community watch team to alert the Primary and/or Secondary Emergency Contact of situations requiring attention. It will also maintain the system to ensure that emergency contact information is up to date, and ensure the Emergency Notification System is operational.

EXPOSURE TO BLOODBORNE PATHOGENS AND INFECTIOUS DISEASE PLAN

MDT Institute is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA standard 29 *CFR* 1910.1030, "Occupational Exposure to Blood borne Pathogens." The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
 - Universal precautions
 - Personal protective equipment
 - Housekeeping
- Radiation Protection Plan
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents and implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

Universal Precautions

All employees will utilize universal precautions.

Exposure Control Plan

Employees covered by the blood borne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training.

All employees can review this plan at any time during their work shifts by contacting the NPA. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to blood borne pathogens. The Specific engineering controls and work practice controls used are listed below:

- Sharps disposal containers are inspected and maintained or replaced by the lab manager every six weeks or whenever necessary to prevent overfilling.

Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by the NPA. PPE is located in the laboratory supply closet. Keys to the closet can be obtained in the administrative offices on campus.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.

- Used PPE may be disposed of in the biohazard containers located in the Lab.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

Housekeeping

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following section “Labels”), and closed prior to removal to prevent spillage or protrusion of contents during handling.

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color coded.

Sharps disposal containers are available in the Lab.

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact the Executive Campus Director at the following number: 770 525-2125

Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred on the MDT Institute Incident Report form located on the database.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual’s test results were conveyed to the employee’s health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed

Emergency Preparedness Plan (EPP) Maintenance

- The Executive Campus Director is responsible for reviewing and updating the EPP annually or more frequently if necessary, to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.
- The Executive Campus Director is responsible for implementation of the EPP. He/she will maintain, review, and update the EPP at least annually, and whenever necessary to include new or modified tasks and procedures.
- Those employees who are determined to have occupational exposure to blood or other potentially infectious materials must comply with the procedures and work practices outlined in this EPP.
- The Program Chairs will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard and ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.
- The Executive Campus Director will be responsible for
 - ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained;
 - training, documentation of training, and making the written plan available to employees, OSHA, and NIOSH representative.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The CP ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's blood borne pathogens standard.

The DOE or MID ensure that the health care professional evaluating an employee after an exposure incident receives the following:

- Description of the employee's job duties relevant to the exposure incident
- route(s) of exposure
- Circumstances of exposure
- if possible, results of the source individual's blood test
- Relevant employee medical records, including vaccination status

The CP provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

- The CP will review the circumstances of all exposure incidents to determine:
- Engineering controls in use at the time
- Work practices followed
- A description of the device being used (including type and brand)
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- Location of the incident
- Procedure being performed when the incident occurred
- Employee's training

The CP will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log.

EMPLOYEE TRAINING

All employees who have occupational exposure to blood borne pathogens receive initial and annual training conducted by the CP. All employees who have occupational exposure to blood borne pathogens receive training on the epidemiology, symptoms, and transmission of blood borne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

a copy and explanation of the OSHA blood borne pathogen standard
an explanation of our ECP and how to obtain a copy

an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
an explanation of the use and limitations of engineering controls, work practices, and PPE

- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation of the basis for PPE selection
- information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated
- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- an explanation of the signs and labels and/or color coding required by the standard and used at this facility
- an opportunity for interactive questions and answers with the person conducting the training session.

Training materials for this facility are available in the administrative offices.

RECORD KEEPING

Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years in the faculty files with the Paychex system.

Employee Exposure Records

Exposure records are maintained for each employee with occupational exposure in accordance with 29 *CFR* 1910.1020, “Access to Employee Exposure and Medical Records.” The CP is responsible for maintenance of the required records. These confidential records are kept in the employee file for at least the duration of employment plus 30 years. Employee exposure records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the CP.

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA’s Recordkeeping Requirements (29 *CFR* 1904). This determination and the recording activities are done by the CP.

HEPATITIS B VACCINATION

The CP will provide information to employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability.

Vaccination is encouraged unless:

- 1) Documentation exists that the employee has previously received the series;
- 2) Antibody testing reveals that the employee is immune; or
- 3) Medical evaluation shows that vaccination is contraindicated.

However, if an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date. Documentation of refusal of the vaccination is kept in the faculty files.

Following the medical evaluation after an exposure, a copy of the health care professional's written opinion will be obtained and provided to the employee within 15 days of the completion of the evaluation. It will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.

Sharps Injury Log

In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least:

- Date of the injury
- Type and brand of the device involved (syringe, suture needle)
- Department or work area where the incident occurred
- Explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

Active Shooter Emergency Action Plan

1. What is an active shooter?

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Often, they have no regard for their own safety or capture. Active shooters pose an immediate risk of death or serious injury to anyone in the vicinity. They are often on the move and will accept random victims of opportunity while searching for intended victims or until stopped by law enforcement, suicide, or other intervention.

2. What to do if an active shooter event arises?

- Be aware of your environment and any possible dangers.
- Make note of your environment and any possible dangers.
- Verify and update, official contact Duluth Police Department
- Ask your employer to explain the emergency action plan for your building.
- Understand that you must follow the instructions given to you by your employer/instructor
- If school is to be put on lockdown, no one can leave the premise and no one can enter the premise. The status of lockdown will not be changed until cleared by police (See lockdown procedure below)

3. Emergency Plan for Employer

- Look for the two nearest exits in any place you visit, and have an escape path and plan in mind.
- Make a plan and ensure everyone knows what they would do, if confronted with an active shooter.
- Build an emergency kit with essentials, including medication, to have on hand at your workplace if a lockdown order is given.

4. What to Expect from Law Enforcement

- Law enforcement's immediate focus is to stop the active shooter as soon as possible.
- Officers will proceed directly to the area in which the last shots were heard.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.

- Officers will shout commands and may push individuals to the ground for their safety.
- Expect that officers will treat the entire area as a crime scene and everyone with suspicion.
- Law enforcement will establish secure assembly points and will question all witnesses.
- Usually, officers will not allow anyone to leave designated assembly points until the situation is under control and all witnesses have been identified and debriefed. Expect to remain in the secure area until authorities release you.
- Do not stop to ask officers for help or direction when evacuating, as they will be focused on finding and incapacitating the shooter to prevent further loss of life. Not adhering to officers' instructions puts everyone in danger.

5. What to do: RUN, HIDE, FIGHT

RUN

- Run and escape, if possible. If safe to do so, use an accessible escape path.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.

HIDE

- Hide, if escape is not possible. If you are in an office, stay there and lock and barricade the door.
- If you are in a hallway, get into a room and secure the door.
- Close, cover, and move away from windows.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.
- Remain quiet with all sources of noise silenced.

FIGHT

- Fight as an absolute last resort, and only when your life is in imminent danger. DO NOT seek out the shooter.
- Attempt to disrupt and/or incapacitate the active shooter.

- Act aggressively and be prepared to cause death or great bodily harm to the shooter.
- Throw items and improvise weapons.
- Yell.
- Commit to your actions.

SEEK HELP

- Call 9-1-1 when it is safe to do so and provide the following information to law enforcement officers or 911 operators:
- Location of the active shooter
- Number of shooters, if more than one
- Physical description of the shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

6. What to do after Reaching a Safe Location

- Identify yourself as a witness and relay any medical needs you may have.
- Answer any questions law enforcement authorities may have.
- Do not leave until law enforcement authorities have instructed you to do so.
- Seek medical care and counseling if needed.

Active Shooting on Surrounding School areas

In the event there is an active shooting outside of school premise but within a one mile the necessary plan of action will be taken:

MDT Institute will be placed on an immediate school lockdown. No student/instructor will be allowed to exit or enter the premises.

Regardless of the direction of shooting, all personnel will be asked to move away from windows.

Once the incident has been reported to the police, the school must recall the police department (Duluth Police Department). In this call, the police must be notified that the school has been put on an immediate lockdown due to a shooting in the surrounding area. Must also state in the call the name of the institute, the address, and request a police officer to come up to the building and

give us an all clear to evacuate. Once the call is complete, instructors/students must wait for police to give the Executive Campus Director the all clear to execute the evacuation plan.

The Evacuation Plan:

Once a Police officer has arrived and given the all clear to the Executive Campus Director the evacuation plan will begin.

A headcount will be conducted and all personnel, students, and staff are free to leave unless being held by official Police officers.(Duluth Police Department).